CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: <u>CD0146</u>					
Classification Specification: BUILDING OFFICIAL					
Salary Range: NR49 - Management Benefits Level B					
Position Description: <u>Building Official</u>					
Incumbent:					
Location: Community Development - Building and Development Services					

GENERAL PURPOSE:

Under the direction of the Community Development Director, plan, organize, and manage the programs and activities of the Building and Development Services Division; maintain compliance with established standards in accordance with state and local laws and ordinances.

Work is characterized by management, administration, and supervisory responsibilities for organization, direction, evaluation, and operation of the Building and Development Services Division. The incumbent is responsible for carrying out supervisory responsibilities in accordance with the City's policies and applicable laws, which includes interviewing, hiring, training and terminating employees as appropriate; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; approving/scheduling sick leave and vacation time; and recommending promotions and/or terminations as appropriate.

Work is performed under managerial supervision. The supervisor provides the employee with assignments in terms of broad practice, precedents, policies, and goals. Work may be reviewed for fulfillment of program objectives and conformance with departmental policy, practice, and/or objective.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan, organize, manage, evaluate, and direct the programs and activities of the Building and Development Services Division in accordance with state and local laws and ordinances; implement and evaluate code compliance programs.

Supervise assigned staff in accordance with the City's policies, procedures, and applicable laws. Responsibilities include, but are not limited to, interviewing, hiring, assigning, and evaluating work; coordinate training with other City staff and other outside agencies; design and develop training policies, employment standards, materials and testing instruments; appraising performance; rewarding and disciplining employees; addressing complaints and disputes; resolving problems; recommending promotion and disciplinary action; approving/scheduling sick leave and vacation time; and recommending termination as appropriate.

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Provide seminars and other methods to maintain staff training and knowledge of current policies, procedures, codes, ordinances, case law, and methods of building codes, plan review, building inspection, and code enforcement.

Maintain office's role in the permit process; assist Community Development Director and other departments and divisions through the Permit Policy Group; oversee the design of forms as necessary, the review of applications and issuance of certificates of occupancy, and coordination of communication with governmental and private agencies and departments, as well as individuals.

Manage and direct the City's code enforcement program; supervise the code enforcement team staff.

Manage and direct emergency building damage assessment inspections as part of the City's Comprehensive Emergency Management Plan.

Research trends and developments; prepare revisions to codes, ordinances, and regulations concerning code compliance; maintain current knowledge of legal procedures.

Develop, adjust, and maintain policies, programs, activities, procedures, and standards relative to the Building and Development Services Division and maintain required laws, regulations, and policies.

Consult with the Community Development Director on short and long-range planning of the division's budget; staff projections; goals, policies, procedures, and practices; oversee expenditures and revenues.

Provide information and technical assistance regarding codes and ordinances to the public, community groups and organizations, state departments, and various civic and professional groups; attend meetings and seminars as appropriate.

Oversee the maintenance of accurate records concerning complaints of code violations, investigation, and code enforcement actions to obtain compliance.

Prepare and maintain a variety of records, reports, and evaluations regarding building codes, administration, and enforcement activities and programs.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Applicable federal, state, and local laws, codes, regulations, policies, and procedures
- Methods, techniques, policies, and procedures used in building design, construction and inspection, and code enforcement

- Technical aspects of field of specialty
- City organization, structure, operations, policies, practices, and objectives
- Current trends, principles and practices in the fields of building codes administration and enforcement and code enforcement
- Modern management and supervisory theories, principles, and practices
- Interpersonal skills using tact, patience, and courtesy
- Effective oral and written communications
- Modern research and record-keeping techniques
- Municipal governmental budget development and administration principles, practices, and procedures
- Modern office equipment and procedures including use of a personal computer and applicable software
- Methods, principles, and practices of effective conflict resolution
- Correct usage of English grammar, spelling, punctuation, and vocabulary

SKILLED IN:

- Application of principles and practices of administration, supervision, and training including hiring, training, directing, evaluating, rewarding, and disciplining staff
- Using effective interpersonal skills in a tactful, patient, and courteous manner
- Effective oral and written communications
- Planning and organizing work
- Hiring, training, supervising, evaluating, and disciplining personnel
- Effectively resolving conflicts, grievances, and personnel issues
- Establishing and maintaining effective working relationships withy subordinates, other employees, public and private officials, builders, developers, and the general public
- Conducting efficient and effective meetings
- Understanding, communicating, applying, administering, and enforcing regulatory building, mechanical, plumbing, energy and related codes, statute, and laws

ABILITY TO:

- Manage, supervise, and direct the programs and activities of the Building and Development Services Division
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Learn, interpret, apply, administer, enforce, and explain codes, rules, regulations, policies and procedures
- Meet schedules and timelines
- Maintain records and prepare reports
- Communicate effectively both orally and in writing and present information before groups of employees, managers, or officials
- Complete work in an environment characterized by frequent interruptions
- Understand and work within scope of authority
- Meet schedules and timelines
- Work independently with minimum supervision and make decisions with broad guidelines
- Evaluate program policy and practices; define problem areas; develop and direct policy and practices to improve operations
- Demonstrate positive and effective interaction and communication with individuals of diverse occupational and social-economic backgrounds
- Work effectively on several projects concurrently
- Respond to common inquiries or complaints from personnel, regulatory agencies, or the

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public

- Develop and implement missions, strategic goals, and objectives for the assigned division
- Develop, administer, coordinate, and monitor a budget
- Plan and organize work
- Work confidentially with discretion
- Train, supervise, and evaluate personnel
- Assign and review the work of others

EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree in building construction technology or related field; and

Experience: Four (4) years of increasingly responsible building-related experience including at

least two (2) years in a supervisory, lead, or management capacity.

Or: In place of the above requirements, the incumbent may possess any combination of

relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed

above.

LICENSES AND OTHER REQUIREMENTS:

International Code Council Building Official certification

• Valid Washington state drivers license, or the ability to obtain within thirty (30) days of employment

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer, telephone, fax and copy machine, printer, engineering and architectural scales, and calculator.

The incumbent may also be required to operate a City vehicle to travel from site to site.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly required to use hands to finger, handle, or feel; sit; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee is frequently required to lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in a typical office and field environment. The incumbent may be exposed to individuals who are irate or hostile. The noise level in the work environment is usually moderately

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to loud. Tra	aveling to various work	sites may be	e required.		
SIGNATURE	ES:				
Incumbent's Signature		Date	Supervisor's Signature	Date	
Approval:					
Department Director/Designee		Date	Employee Services Director,	/Designee Date	
** Note:		isal; when th	d and updated annually at the time of the employee's this position becomes vacant; or, if the duties of this ntly.		

Revised: 3/1/07